



20758

Name	Job Level	Payroll NO.	Department
Daniel Benjamin	H		Corporate Services

HB - Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure. Thank you.

RECEIVED  
31 JAN 2014


If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.

I declare that the expenses claimed above have been actually and necessarily incurred by me in accordance with the Information Commissioner Expenses Guide.

\* Receipts **MUST** be provided for subsistence claims and attached to the back of this form.

\* If no break down is provided please add a brief description of the items consumed. Thank you.



91275

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section			
Name	Job Level	Payroll NO.	Department
Christopher Graham			Chief Executive

NB - Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure. Thank you.

expenses unless you are unsure. Thank you.

Date	Time		Full details of journey and charges.	Mode of travel	Car mileage		Receipt attached *
	Depart	Arrive			STD	PTR	
					45p	25p	
			US Dollar Expenses				
25/2/14	-	-	US Department of Homeland Security fee for ESTA required for entry into USA on 4 March to attend IAPP conference				14.00 1
4/3/14		-	Bus from Dulles airport to Rosslyn	Bus			7.00 No
	-	-	Taxi from Rosslyn to hotel	Taxi			17.00 2
6/3/14	-	-	Taxi from hotel to Capitol for meeting (CG + 2 other passengers)	Taxi			20.00 3
	-	-	Metro journeys x 2 @ \$3 to attend meetings	Metro			6.00 4, 5
15/3/14	-	-	Travel pillows (for return flight)				10.70 6
	-	0730	Eye mask (for return flight)				10.69 7
				sub-total	0	0	85.39

		Additional supper costs at hotel on 4/3/14		8
		paid for with GPC to be recharged		

	total amount claimed	85.39
PERSONAL SIGNATURE →	less cash advances received	63.05
	amount claimed for payment	22.34

If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.

I declare that the expenses claimed above have been actually and necessarily incurred by me in accordance with the Information Commissioner Expenses Guide.

Receipts must be provided for subsistence claims and attached to the back of this form.

→ If no break-down is provided please add a brief description of the items consumed. Thank you.

\* If no break down is provided please add a brief description of the items consumed. Thank you.



## EXPENSES CLAIM

Claim Number	
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60915

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

[illegible]

\* Receipts **must** be provided for subsistence claims and attached to the back of this form.

\* If no break down is provided please add a brief description of the items consumed. Thank you.

## EXPENSES CLAIM

Claim Number	
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16031

**All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section**

Name	Job Level	Payroll NO.	Department
Christopher Graham			Chief Executive

Usual mileage to work

NB - Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure. Thank you.

Expenses Guide If you are unsure, Thank you.

Date	Time		Full details of journey and charges.	Mode of travel	Car mileage		Receipt attached *	
	Depart	Arrive			STD	PTR	£	p
					45p	25p		
			EURO EXPENSES					
20/1/2014	0835	-	Lunch in Brussels				4.00	1
	-	-	City tax on hotel accommodation (accommodation charged to GPC)				4.50	2
21/1/2014	-	2100	Returned home					
3/2/2014	1455	-	Left the office					
4/2/2014	-	-	Taxi from Cologne airport to meeting venue (no time to take a train)	Taxi			70.00	3
	-	-	Train from meeting venue to central Cologne	Train			2.80	4
	-	-	Train from central Cologne to airport	Train			7.70	5
	-	-	Supper at Cologne airport				9.60	6
5/2/2014	-	1445	Returned to office					
				sub-total	0	0	98.60	

Other incidental expenses (e.g. telephone, postage)

[illegible]

If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.

## DECLARATION

I declare that the expenses claimed above have been actually and necessarily incurred by me in accordance with the Information Commissioner Expenses Guide.

TO BE  
RECHARGED

Receipts must be provided for subsistence claims and attached to the back of this form.

\* If no break down is provided please add a brief description of the items consumed. Thank you.



BB-847

Name	Job Level	Payroll NO.	Department
Christopher Graham			Chief Executive

Date	Time		Full details of journey and charges.	Mode of travel	Car mileage		Receipt attached *	
	Depart	Arrive			STD	PTR		
					45p	25p	£ p	
25/2/14	1520	-	Taxi to airport (CG/Dsmith and HMcCausland)	Taxi			17.00	1
	-	-	Currency commission charge				4.99	2
28/2/14	-	2100	Food on train				3.90	3
				sub-total	0	0	25.89	

			Telephone bill attached with £11.22 in calls to be recharged		4
--	--	--	--	--	---

total amount claimed	25.89
less cash advances received	11.22
amount claimed for payment	14.67

I declare that the expenses claimed above have been actually and necessarily incurred by me in accordance with the Information Commissioner Expenses Guide.

\* If no break down is provided please add a brief description of the items consumed. Thank you.



# EXPENSES CLAIM

Claim Number

4130

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

Name		Job Level	Payroll NO.	Department			
Christopher Graham				Chief Executive			
Usual mileage to work							
NB - Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure. Thank you.							
Date	Time		Full details of journey and charges.	Mode of travel	Car mileage		Receipt attached *
	Depart	Arrive			STD	PTR	
					45p	25p	£ p
20/1/14	0835	-	Bus from home to airport to catch flight to Brussels	Bus			2.90 1
21/1/14	-	2100	Food in London				4.20 2
				sub-total	0	0	7.10
Other incidental expenses (e.g. telephone, postage)							
total amount claimed						7.10	
less cash advances received							
amount claimed for payment						7.10	
If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.							
<b>DECLARATION</b>							
I declare that the expenses claimed above have been actually and necessarily incurred by me in accordance with the Information Commissioner Expenses Guide.							

\* Receipts **must** be provided for subsistence claims and attached to the back of this form.  
 \* If no break down is provided please add a brief description of the items consumed. Thank you.



# EXPENSES CLAIM

Claim Number

22363

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

Name	Job Level	Payroll NO.	Department			
Christopher Graham			Chief Executive			
Usual mileage to work						
NB - Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure. Thank you.						
Date	Time	Full details of journey and charges.	Mode of travel	Car mileage	Receipt attached *	
	Depart	Arrive		STD 45p	PTR 25p	£ p
EURO EXPENSES - PARIS						
15/1/14	0440	-	3 x 1.37 Euro tickets for bus from airport to Gare du Nord (tickets retained on the bus)	Bus		4.11 No
	-	-	1 x 1.37 Euro ticket for metro from Gare du Nord to Bourse station	Metro		1.37 1
	-	-	Coffee with Steve Wood prior to meeting with CNIL			8.00 2
	-	-	1 x 1.37 Euro ticket for metro from Bourse to Gare du Nord station	Metro		1.37 3
	-	1930	Taxi to airport from Gare du Nord station (no trains or buses running due to security incident)	Taxi		53.00 4
sub-total				0	0	67.85
Other incidental expenses (e.g. telephone, postage)						
67.85 / 1.21 = 56.07						
total amount claimed						67.85
less cash advances received						
amount claimed for payment						67.85
If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.						
DECLARATION						
I declare that the expenses claimed above have been actually and necessarily incurred by me in accordance with the Information Commissioner Expenses Guide.						

\* Receipts must be provided for subsistence claims and attached to the back of this form.

\* If no break down is provided please add a brief description of the items consumed. Thank you.



## EXPENSES CLAIM

Claim Number	
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58707

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

[illegible]

\* Receipts **must** be provided for subsistence claims and attached to the back of this form.

\* If no break down is provided please add a brief description of the items consumed. Thank you.



## EXPENSES CLAIM

Claim Number
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38649

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

[illegible]

- \* Receipts **must** be provided for subsistence claims and attached to the back of this form.
- \* If no break down is provided please add a brief description of the items consumed. Thank you.

**All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section**

[illegible]

\* Receipts **must** be provided for subsistence claims and attached to the back of this form.

\* If no break down is provided please add a brief description of the items consumed. Thank you.



Claim Number
92133

Name	Job Level	Payroll NO.	Department
Christopher Graham			Chief Executive

NB - Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure. Thank you.

RECEIVED  
20 JAN 2014

Other incidenter expenses (e.g., telephoning parties)				

If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.

I declare that the expenses claimed above have been actually and necessarily incurred by me in accordance with the Information Commissioner Expenses Guide.

- \* Receipts **must** be provided for subsistence claims and attached to the back of this form.  
\* If no break down is provided please add a brief description of the items consumed. Thank you.

Information Commissioner  
REQUEST FOR CASH ADVANCE

Number: 932



Information Commissioner's Office

Name:	Christopher Graham	Date required by:	17-Jan-14
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(Specify time if leaving early)

Amount(s) required:	
100 Euros	
Description:	
Dates	20 and 21 January 2014
Places	Brussels
Purpose of Travel	EDPS conference

Expense code 99991

Budget Heading

Budget Dept.

Finance use only (paid)

--

System Entered

Requested by:  
(Traveller/Secretary)

Signed
Name
Date

Signed
Name
Date

Approved by:  
(Divisional Manager)

--

Receipt: To be signed by the traveller on receipt of cash advance.

Dated 17/1/14

Amount(s)

100 Euros

I acknowledge receipt of the amount(s) stated as an advance against travelling and subsistence expenses to be incurred on business travel specified above.

## EXPENSES CLAIM

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41704

**All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section**

[illegible]

\* Receipts must be provided for subsistence claims and attached to the back of this form.

\* If no break down is provided please add a brief description of the items consumed. Thank you.



RECEIVED

20 DEC 2013

ico.  
Information Commissioner's Office

## EXPENSES CLAIM

Claim Number

21192

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

Name	Job Level	Payroll NO.	Department						
Christopher Graham			Chief Executive						
Usual mileage to work									
NB - Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure. Thank you.									
Date	Time		Full details of journey and charges.	Mode of travel	Car mileage		Receipt attached *		
	Depart	Arrive			STD 45p	PTR 25p	£ p		
27/11/13			Christmas cards 5 x £3.99				19.95	1 ✓	
			Christmas cards 2 x £5 but second pack half price ie total £7.50				7.50	2 ✓	
2/12/13	0645	-	Coffee on the train on the way to London				1.95	3 ✓	
	-	-	Document printing for meeting at Ministry of Justice				3.60	4 ✓	
	-	-	Lunch				3.85	5 ✓	
4/12/13	-	1730	Returned home						
					sub-total	0	0	36.85	✓
Other incidental expenses (e.g. telephone, postage)									
total amount claimed							36.85	✓	
less cash advances received								✓	
amount claimed for payment							36.85		
If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.									
<b>DECLARATION</b>									
I declare that the expenses claimed above have been actually and necessarily incurred by me in accordance with the Information Commissioner Expenses Guide.									

\* Receipts must be provided for subsistence claims and attached to the back of this form.

\* If no break down is provided please add a brief description of the items consumed. Thank you.

20 DEC 2013

**ico.**

## EXPENSES CLAIM

Claim Number	
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67420

**All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section**

[illegible]

£56.20

\* Receipts **must** be provided for subsistence claims and attached to the back of this form.

\* If no break down is provided please add a brief description of the items consumed. Thank you.

## EXPENSES CLAIM

Claim Number
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9815

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

[illegible]

\* Receipts **must** be provided for subsistence claims. Please attach to the **back** of this form.

## EXPENSES CLAIM

Claim Number	Claim Description	Amount	Status
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42381

**All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section**

All expenses MUST be claimed in accordance with the Expenses Guide available on ACORN Finance Section									
Name			Job Level		Payroll NO.		Department		
ENID ROWLANDS							WAL		
Date	Time		Full details of journey and charges	Mode of travel	Car mileage		£	p	Receipt attached
	Depart	Arrive			STD 40p	PTR 25p			
30/10/2013			Tel Calls re opportunity processes		45p		2	10	YES
25/01/2014			Interviews for HR/ Finance Director Home [REDACTED] Wilmslow return	CAR	153		68	85	YES
					sub-total		0	0	0.00
Other incidental expenses (e.g. telephone, postage)							£70.95		
total amount claimed							70.95		
less advances received							0.00		
amount claimed for payment							70.95		
If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.									
DECLARATION									
I declare that the expenses claimed above have been actually and necessarily incurred by me in accordance with the Information Commissioner Expenses Guide.									



## EXPENSES CLAIM

Name	Job Level	Payroll NO.	Department
ERIN ROWLANDS	VED		

NB only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box. Refer to the Expenses Guide if you are unsure.

[illegible]


If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.

I declare that the expenses claimed above have been actually and necessarily incurred by me in accordance with the Information Commissioner Expenses Guide.

\* Receipts **must** be provided for subsistence claims. Please attach to the **back** of this form.

## EXPENSES CLAIM

Claim Number
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73304

**All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section**

Name	Job Level	Payroll NO.	Department		
DAVID SMITH	H		DPEXEC		
Usual mileage to work					
NB - Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure. Thank you.					
Date	Time Depart Arrive	Full details of journey and charges.	Mode of travel	Car mileage STD PTR	Receipt attached *
				45p 25p £ p	
19/3/14	16.00	Office - Airport Manchester - Paris	Taxi Plane		£15-00 ✓
		Airport-Tuileries (CIPL Workshop)	Train/Metro		EUR 9-75 ✓
20/3		Tuileries-La Muelte (OECD Roundtable)	Metro		EUR 1-70 ✓
21/3		La Muelte - Airport Paris - Manchester	Metro/Train Plane		EUR 9-75 ✓
	22.15	Airport - Home	Taxi		£17-00 ✓
		Hotel paid by CIPL Substantia - 2x24 hrs			
		sub-total		0 0	0-00
Other incidental expenses (e.g. telephone, postage)					£32-00 EUR 21-20
					£32-00 + EUR 124-20 = 0-00
total amount claimed					EUR 200-00
less cash advances received					£32-00 EUR 75-80
amount claimed for payment					EUR 168-00
If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.					
- £32-00 33- (covering to 100-tok)					
<b>DECLARATION</b>					
I declare that the expenses claimed above have been actually and necessarily incurred by me in accordance with the Information Commissioner Expenses Guide.					

\* Receipts **must** be provided for subsistence claims and attached to the back of this form.

\* If no break down is provided please add a brief description of the items consumed. Thank you.



# EXPENSES CLAIM

Claim Number

8030

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

Name		Job Level	Payroll NO.	Department			
DAVID SMITH		H		DP Executive			
Usual mileage to work							
NB - Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure. Thank you.							
Date	Time		Full details of journey and charges.	Mode of travel	Car mileage		Receipt attached *
	Depart	Arrive			STD	PTR	
					45p	25p	£ p
06/03/14	16:50		Wilmslow to London	Train			
			London Euston to Oxford Circus	Tube			2.20
			Direct Marketing Association Conference (7th March)				
07/03/14			Oxford Circus to St. Pauls	Tube			2.20
			Business Consumer Affairs Group				
			Bank to Euston	Tube			2.20
			Euston to Stockport	Train			
		19:15	Stockport to Home	Taxi			8.00
			Subsistence				23.69
			sub-total		0	0	38.29
Other incidental expenses (e.g. telephone, postage)							
total amount claimed							38.29
less cash advances received							
amount claimed for payment							38.29
If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.							
DECLARATION							
I declare that the expenses claimed above have been actually and necessarily incurred by me in accordance with the Information Commissioner Expenses Guide.							

\* Receipts **must** be provided for subsistence claims and attached to the back of this form.

\* If no break down is provided please add a brief description of the items consumed. Thank you.

# EXPENSES CLAIM

Claim Number
26489

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

Name		Job Level	Payroll NO.	Department			
DAVID SMITH		H		DP Exec.			
Usual mileage to work							
NB - Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure. Thank you.							
Date	Time		Full details of journey and charges.	Mode of travel	Car mileage		Receipt attached *
	Depart	Arrive			STD 45p	PTR 25p	
25/2/14	15.30		Office - Airport Mandarin - Brussels Brussels Airport - Gare Cent Gare Cent - Troon	Taxi - road Plane Train Metro			EUR 8.50 ✓
26/2							
27/2			Co. " " + India Exp (p)				
			Home - Airport	Bus			
			Brussels - Manchester	Plane			
		21.30	Airport - Home	Taxi			£18.00 ✓
			Subsistence - 2x24hr + over 5hr				EUR 177.50 ✓
sub-total					0	0	0.00
Other incidental expenses (e.g. telephone, postage)							£18.00 EUR 196.00 ✓
$\text{EUR } 225.50 \div \text{EUR } 1.15/\text{kl} = \text{£ } 196.09$							$\text{total amount claimed} \text{ £ } 42.40$ $\text{less cash advances received} \text{ EUR } 225.50$ $\text{amount claimed for payment} \text{ £ } 42.40$
If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.							$\text{£ } 238.49$
DECLARATION							
I declare that the expenses claimed above have been actually and necessarily incurred by me in accordance with the Information Commissioner Expenses Guide.							

\* Receipts must be provided for subsistence claims and attached to the back of this form.  
\* If no break down is provided please add a brief description of the items consumed. Thank you.

50 £42.40



# EXPENSES CLAIM

Claim Number

57728

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

Name	Job Level	Payroll NO.	Department					
DAVID SMITH	H		DP Executive					
Usual mileage to work								
NB - Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure. Thank you.								
Date	Time		Full details of journey and charges.	Mode of travel	Car mileage		Receipt attached *	
	Depart	Arrive			STD 45p	PTR 25p	£	p
03/03/14			Woodsmoor to Manchester (return)	Train			3.85	yes
			ICO Data Protection Conference					
12/03/14	08:15		Home to Woodsmoor railway station	Walk				
			Woodsmoor to Manchester	Train				
		16:45	Manchester to Woodsmoor	Train			3.85	yes
			Employment Tribunal					
			Subsistence				3.29	yes
			sub-total		0	0	10.99	
Other incidental expenses (e.g. telephone, postage)								
total amount claimed							10.99	
less cash advances received								
amount claimed for payment							10.99	
If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.								
<b>DECLARATION</b>								
I declare that the expenses claimed above have been actually and necessarily incurred by me in accordance with the Information Commissioner Expenses Guide.								

\* Receipts **must** be provided for subsistence claims and attached to the back of this form.

\* If no break down is provided please add a brief description of the items consumed. Thank you,

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

Name		Job Level	Payroll NO.	Department		
D A SMITH		H		DP Exec		
Usual mileage to work						
NB - Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure. Thank you.						
Date	Time		Full details of journey and charges.	Mode of travel	Car mileage	Receipt attached *
	Depart	Arrive			STD 45p PTR 25p £	p
20/1/14	09.00		Home - Airport	Taxi		£12.00 ✓
			Manchester - Brussels	Plane		
			Airport - Pl house	Bus		
			(EDPS event)			
21/1/14			(DAPIX Mtg)			
			Scheuman - Airport	Bus - multi journey ticket	EUR 27.00	✓
			Brussels - Manchester	Plane		
	22.00		Airport - Home	Taxi	£17.50	✓
			Subsistence 24hr tour			
			10hrs less Hotel/meal provided		EUR 106.00	
			sub-total	0	0	0.00
Other incidental expenses (e.g. telephone, postage)					£29.50	
					EUR 133.00	
$\text{EUR } 79.50 \div \text{EUR } 1.18 / \text{£}1 = \text{£}66.53$					total amount claimed less cash advances received amount claimed for payment	£59.00 279.00 0.00 EUR 200.00 £59.00 + EUR 79.50 0.00
If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.						
$\text{£}79.00 / 1.22 = \text{£}64.75 + 59.00 = \text{£}123.75$						£123.75
DECLARATION						
I declare that the expenses claimed above have been actually and necessarily incurred by me in accordance with the Information Commissioner Expenses Guide.						

\* Receipts must be provided for subsistence claims and attached to the back of this form.

\* If no break down is provided please add a brief description of the items consumed. Thank you.

✓  
**ico.**

# EXPENSES CLAIM

Claim Number

25823

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

Name	Job Level	Payroll NO.	Department			
DA SMITH	H		DP Exec			
Usual mileage to work						
NB - Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure. Thank you.						
Date	Time	Full details of journey and charges.	Mode of travel	Car mileage	Receipt attached *	
	Depart	Arrive		STD 45p	PTR 25p	£ p
1/10/13	09.30	Home - Stockport stn	Taxi			£7-00 ✓
		Stockport - London	Train			
		Easton - St James Plk (Mo J Workshop)	Tube			£2-10 ✓
		St James Plk - Kings X	"			£2-10 ✓
	17.00	London - Brussels	Train			
		Garettide - Troon	Metre			
2/10						
3/10						
		Schuman - Airport	Bus - also petrol for GC			
		Brussels - Manchester	Plane			£11-20
		sub-total		0	0	0-00
Other incidental expenses (e.g. telephone, postage)						
$\text{EUR } 285.30 \div \text{EUR } 1.18 / \text{£}1 = \text{£}241.78$				total amount claimed + EUR 585-30 less cash advances received EUR 300-00 amount claimed for payment + EUR 285-30		£102-39 0-00 0-00 0-00
If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.						
$\text{£}611.80 - \text{£}300.00 (\text{CASH ADV.}) = \text{£}311.80 / 1.22 = \text{£}255.57$				£344-17 102-39 = £357-96		
<b>DECLARATION</b> I declare that the expenses claimed above have been actually and necessarily incurred by me in accordance with the Information Commissioner Expenses Guide.						

\* Receipts must be provided for subsistence claims and attached to the back of this form.

\* If no break down is provided please add a brief description of the items consumed. Thank you.

**ico.**

## EXPENSES CLAIM

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66295

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

Name		Job Level	Payroll NO.	Department				
DA SMITH		H		DP Exec				
Usual mileage to work								
NB - Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure. Thank you.								
Date	Time		Full details of journey and charges.	Mode of travel	Car mileage		Receipts attached *	
	Depart	Arrive			STD	PTR		£
5/11/13	06.45		Home - Airport	Taxi	45p	25p	£12.00	✓
			Manchester - Moscow	Plane				
6/11			(Russian DP Conf)					
7/11			(Russian DP Conf)					
8/11			Manchester - Moscow	Plane				
		17.50	Airport - Home	Taxi			£20.00	✓
			Subsistence 3x24hrs + over 10 hrs less 3x dinner + 4x lunch provided					
							RUB 5968	
							RUB 5968	
			sub-total		0	0	£0.00	
							£32.00	
Other incidental expenses (e.g. telephone, postage)								
							RUB 5968 + 32.00 0.00	
							total amount claimed	
							less cash advances received	
							RUB 2514 RUB 3454	
							amount claimed for payment	
							£32.00	
If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.								
							£96.20	
RUB 3454 / 60.13 = £57.44 + 32.00 = £89.44								
<b>DECLARATION</b>								
I declare that the expenses claimed above have been actually and necessarily incurred by me in accordance with the Information Commissioner Expenses Guide.								

\* Receipts **must** be provided for subsistence claims and attached to the back of this form.

\* If no break down is provided please add a brief description of the items consumed. Thank you.



## EXPENSES CLAIM

Claim Number	
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44263

All expenses **MUST** be claimed in accordance with the Expenses Guide available on ICON Finance Section

[illegible]

\* Receipts **must** be provided for subsistence claims and attached to the back of this form.

\* If no break down is provided please add a brief description of the items consumed. Thank you

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

[illegible]

\* Receipts **must** be provided for subsistence claims and attached to the back of this form.

\* If no break down is provided please add a brief description of the items consumed. Thank you.

# EXPENSES CLAIM

Claim Number

41197

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

Name		Job Level	Payroll NO.	Department			
David Smith		H		DP Executive			
Usual mileage to work							
NB - Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure. Thank you.							
Date	Time		Full details of journey and charges.	Mode of travel	Car mileage	Receipt attached *	
	Depart	Arrive			STD	PTR	
					45p	25p	£ p
28/01/14	11:50		Wilmslow to London	Train			
			Euston to Earls Court	Tube			2.20
			Earls Court to Blackfriars	Tube			2.20
			Society for Computers and Law				
			Blackfriars to Earls Court	Tube			2.20
29/01/14			Earls Court to St James' Park	Tube			2.20
			Meeting with Ministry of Justice				
			St James' Park to Euston	Tube			2.20
		14:45	Euston to Wilmslow	Train			
			Subsistence				11.84 Yes
sub-total					0	0	22.84
Other incidental expenses (e.g. telephone, postage)							
total amount claimed							22.84
less cash advances received							
amount claimed for payment							22.84
If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.							
<b>DECLARATION</b>							
I declare that the expenses claimed above have been actually and necessarily incurred by me in accordance with the Information Commissioner Expenses Guide.							

\* Receipts **must** be provided for subsistence claims and attached to the back of this form.

\* If no break down is provided please add a brief description of the items consumed. Thank you.

# EXPENSES CLAIM

Claim Number

13010

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

Name		Job Level	Payroll NO.	Department			
David Smith		H		DP Executive			
Usual mileage to work							
NB - Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure. Thank you.							
Date	Time		Full details of journey and charges.	Mode of travel	Car mileage	Receipt attached *	
	Depart	Arrive			STD	PTR	
					45p	25p	£ p
24/01/14	06:50		Home to Stockport railway station	Car			
			Stockport to London	Train			
			Euston to Bank	Tube			2.20
			AFME/British Bankers' Association				
			Bank to Euston	Tube			2.20
			London to Stockport	Train			
		16:00	Stockport to home	Car			
			Stockport railway station car park				10.00 yes
			Subsistence				1.95 yes
			sub-total		0	0	16.35
Other incidental expenses (e.g. telephone, postage)							
total amount claimed						16.35	
less cash advances received							
amount claimed for payment						16.35	
If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.							
DECLARATION							
I declare that the expenses claimed above have been actually and necessarily incurred by me in accordance with the Information Commissioner Expenses Guide.							

\* Receipts **must** be provided for subsistence claims and attached to the back of this form.

\* If no break down is provided please add a brief description of the items consumed. Thank you.

Information Commissioner  
REQUEST FOR CASH ADVANCE

Number: 671

ico.

Information Commissioner's Office

Name: DAVID SMITH Date required by: 17/1/2014  
(Specify time if leaving early)

Amount(s) required:

200 euros

Description:

Dates

20th January | 21st January 2014

Places

BRUSSELS

Purpose of Travel

Conference - 10th Anniversary of European DP Supervisor | DAPIX

Expense code 99991

Budget Heading

Budget Dept.

Finance use only (paid)

EURO PETTY CASH

Requested by:  
(Traveller/Secretary)

Approved by:  
(Divisional Manager)

Signed

Name

Date

Signed

Name

Date

System Entered

Receipt: To be signed by the traveller on receipt of cash advance.

Signed

Dated 17/1/14

Amount(s)

200 Euros

I acknowledge receipt of the amount(s) stated as an advance against travelling and subsistence expenses to be incurred on business travel specified above.

## EXPENSES CLAIM

Claim Number
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68226

**All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section**

[illegible]

\* Receipts **must** be provided for subsistence claims and attached to the back of this form.

\* If no break down is provided please add a brief description of the items consumed. Thank you.



## EXPENSES CLAIM

PAID

20 DEC 2013

Claim Number	
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35026

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

[illegible]

\* Receipts **must** be provided for subsistence claims and attached to the back of this form.

\* If no break down is provided please add a brief description of the items consumed. Thank you

# RECEIVED

## ico. 23 DEC EXPENSES CLAIM

Claim Number

46982

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

Name		Job Level	Payroll NO.	Department			
David Smith		H		DP Executive			
Usual mileage to work							
NB - Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure. Thank you.							
Date	Time		Full details of journey and charges.	Mode of travel	Car mileage		Receipt attached *
	Depart	Arrive			STD	PTR	
15/11/13	06:30		Home to Stockport railway station	Car			
			Stockport to London	Train			
			Euston to St Pauls	Tube			2.10
			ABI DP conference				
			Chancery Lane to Goodge Street	Tube			2.10
			TRUSTe meeting				
			London to Stockport	Train			
		17:30	Stockport to Home	Car			
			Stockport Station car park				10.00
							yes
			Subsistence				7.60
							yes
				sub-total	0	0	21.80
Other incidental expenses (e.g. telephone, postage)							
						total amount claimed	21.80
						less cash advances received	
						amount claimed for payment	21.80
If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.							
<b>DECLARATION</b>							
I declare that the expenses claimed above have been actually and necessarily incurred by me in accordance with the Information Commissioner Expenses Guide.							

\* Receipts **must** be provided for subsistence claims and attached to the back of this form.

\* If no break down is provided please add a brief description of the items consumed. Thank you.